

Outline

- Cultural Resources
- Negotiation
- The "GROAN"
- Managing Roles in EAGL
- Payment Request / Progress Report (PRPR)
- Document Management
- ETF
- Breakout!





Cultural Resources

- <u>All</u> funded projects undergo cultural resource review.
 - Is there Ground Disturbing activity?
 - Complete the EZ form
 - Ecology initiates 30 day comment period with DAHP and Tribes.
 - Comments Received? Survey Requested? Mitigation Required?
 - Always prepare an Inadvertent Discovery Plan





Negotiation Process

- Meeting (or phone call) with your Ecology Financial Manager and Project Manager.
- 2. Finalize the Negotiation Worksheet
 - Scope of Work (Ecology Format)
 - Budget
 - Dates
 - Form of Repayment (LOANS)
- 3. Complete Forms and Documentation Required prior to signature

(i.e. Financial Capability, Initial Reporting Form, etc.)



Negotiation Process

- ECOLOGY Financial Manager uses negotiation worksheet and develops a DRAFT AGREEMENT
- 6. Review the DRAFT AGREEEMENT
- Share the DRAFT AGREEMENT with your attorney.
- ECOLOGY reviews the DRAFT AGREEMENT internally. Prepares the FINAL AGREEMENT
- 6. Review FINAL agreement
- 7. Finalize Recipient STAFF



Negotiation Process

- 10. Print two copies of the final agreement and sign both, mail both back to Financial Manager
- 11. Upload FFATA form (LOANS and 319)
- 12. Upload Required Forms and Documentation
- ECOLOGY signs the agreement
- ECOLOGY mails you a congratulations letter and a copy of the agreement with both signatures
- ECOLOGY Fiscal office activates the agreement





Overview of the GROAN

- Title Page
- Short Description
- Long Description
- Recipient Information
- Ecology Information
- Signature Page



Overview of the GROAN

- Scope of Work (Task 1, Task 2, Task 3,)
 - Task Budget
 - Task Description
 - -Task Goal
 - Task Outcome
 - Recipient Task Coordinator
 - Deliverables
- Funding Distributions



Overview of the GROAN

- PROJECT SPECIFIC TERMS AND CONDITIONS (rare)
 - SPECIAL TERMS AND CONDTIONS
 - Section 1: Definitions
 - Section 2: Water Quality Combined conditions (A-G)
 - Section 3: Non Point activity conditions (A-C)
 - Section 4: Centennial matching project conditions (A-C)
 - Section 5: 319 project conditions (A-C)
 Section 6: SRF loan conditions (A-U)
- GENERAL FEDERAL CONDTIONS (1-2)
 - Debarment and Suspension
 - FFAIA
- GENERAL TERMS AND CONDITIONS (1-29)
 - Agency wide conditions





HOW TO MANAGE ROLES

How to Manage your roles

- Why are "roles" important?
 - Your role gives you certain powers within EAGL
 - -They are different than contacts
 - -You decide who is in each role
 - Every "contact" person and anyone assigned a "role" has to have a SAW account and EAGL access



How to Manage your roles

- What are the roles?
 - -Authorized official
 - -Contractor
 - -Recipient Project Manager
 - -Recipient Financial Manager
 - -Writer
 - -Reader



How to Manage your roles

What can each role do?

- Authorized official
 - -Assign roles
 - -Update organization records
 - -Create and **Submit** applications
 - -Initiate amendments
 - -Edit applications
 - -Initiate and submit PRPR
 - -Initiate and submit closeout



How to Manage your roles

What can each role do?

- Contractor
 - -Create an application
 - -Edit applications



How to Manage your roles

What can each role do?

- Recipient Project Manager
 - -Edit applications
 - -Initiate and submit Payment Request/Progress Report
 - -Edit progress report
 - -Initiate and submit closeout



How to Manage your roles

What can each role do?

- Recipient Financial Manager
 - -Initiate and submit PRPR
 - -Edit payment request
- Writer
 - -Can edit applications
- Reader
 - -Can view applications



How to Manage your roles

- There are roles for your:
 - -organization,
 - -application/agreement, and
 - -sub documents.
- You can assign different people at different levels
- Roles are inherited, but can be changed



How to Manage your roles

- Default System Roles:
 - My Organizations>Organization Members
- Roles on a Parent Document:
 - Application Menu>Access Management Tools>Add/Edit People
- Roles on a Subdocument:
 - Application Menu>Examine Related Items>Select the specific document>Access Management Tools>Add/Edit People





Video instruction available



Document Management and Uploading Guidance

- What do you upload?
 - Deliverables
 - Backup for payment requests
- Where should you upload docs?
 - Deliverables: Application Menu-Forms: "Uploads" Form
 - Payment Request Backup: Payment Request Menu Forms: "Payment Request" Form: "Uploads" link
 - Photos: Payment Request Menu Forms:
 "Progress Report" Form: Supporting Documents



Document Management and Uploading Guidance

- How big can a file be?
 - -35 MB.
 - -You can:
 - Break large document into small ones
 - Reduce image quality (dpi) when scanning
 - · "Optimize for size" in Word



Document Management and Uploading Guidance

What file types are allowed?

- .tif

- .bmp - .ppt

- .pptx

- -.doc
- .txt - .vsd
- .gif
- jpg
- .wpd - .xml - .zip
- .pdf - .png
- .xls

- .docx

Document Management and Uploading Guidance

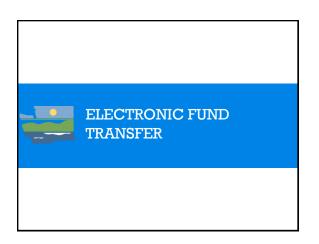
- What should I name my files?
 - Descriptive names that identify content
 - Your agency name is not necessary
 - -The EAGL number is not necessary
 - Avoid Spaces
 - -DO NOT USE SYMBOLS (~, &, #, etc.)
 - -DO NOT USE SYMBOLS (~, &, #, etc.)
 - DO NOT USE SYMBOLS (~, &, #, etc.)



Good or Bad file name?

- √BidTabsAndNoticeToProceed.pdf
- Scanned_File11752128931752018963.jpg
- ✓AcmeConstructionPayEst_4.pdf
- ★ Untitled Document3.docx
- ₩QC-2016-MyCity-00001 Payment Request2Backup_July2015.pdf
- Payment#01~SAMS@3-15-2015.pdf
- ✓ CurrentBudget_July2015.xlxs
- √ContractForEngineeringServices.pdf



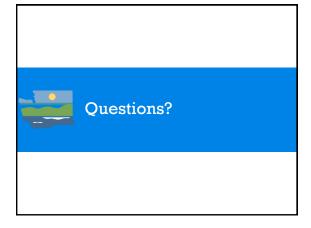


Electronic Funds Transfers

• Sign up for Electronic Fund Transfer.

http://www.des.wa.gov/services/C ontractingPurchasing/Business/Ve ndorPay/Pages/default.aspx







- Wastewater Facilities/Loans
- Stormwater Grant Funded
- Nonpoint Grant Activities